

## MINUTES

### INTERIOR DESIGNER EVALUATION AND EXAMINATION COMMITTEE

**March 23, 2015**

#### Public Session

#### I **CALL TO ORDER**

The regularly scheduled meeting of the Committee was called to order at 9:30 a.m. in the Union Conference Room on the third (3<sup>rd</sup>) floor at 124 Halsey Street, Newark, New Jersey.

PARTICIPANTS		PRESENT	ABSENT	EXCUSED
Chair	Suzan Santiago	(X)	( )	( )
Committee Member	Diane Goté	(X)	( )	( )
Committee Member	Susan Mauro	(X)	( )	( )

Committee Member Interior Designer  
Committee Member Interior Designer

**OTHERS PRESENT:** Charles Kirk, Acting Executive Director, NJ Board of Architects; Michelle Albertson, Deputy Attorney General; Margaret Hinkley, Secretary to the Executive Director of the Board of Architects.

#### II **OPEN PUBLIC MEETINGS ACT**

The statement required by Chapter 231, public laws of 1975, the "Open Public Meetings Act," was read and it was announced that notice of this meeting was prepared in the office of the Board of Architects and mailed to the Secretary of State, the Newark *Star-Ledger*, the Trenton *Times*, the Camden *Courier-Post*, the *Record* and the Atlantic City *Press*.

#### III **APPROVAL OF MINUTES**

*November 3, 2014*

**ACTION:** Ms. Mauro motioned to approve the minutes as presented. Ms. Goté seconded the motion. It passed unanimously.

#### IV **ANNOUNCEMENTS**

Ms. Goté informed the Committee that she recently attended the NCIDQ Conference. Some of the meeting highlights consisted of the announcement that the Practicum Exam will be computerized by 2017; there is a new candidate database at MyNCIDQ to aid in applying for and taking the exam; there was a 35% increase in applicants taking the Fundamental exam; and a survey of legislation around the country has New Jersey in the middle of list that has certification with no practice act for interior designers.

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Mr. Kirk informed the Committee that he had a phone call from Linda O'Shea, Director / Administrator of Interior Design program at Kean University, concerning using the term "interior architecture" which may conflict with the Committee's statutes and regulations.

**V OLD BUSINESS**

**A Correspondence**

A copy of an August 1, 2014 letter from Michael Guarini who is requesting a waiver from obtaining continuing education credits. On November 3<sup>rd</sup>, the Committee unanimously voted to approve the request for a medical waiver of continuing education credits for the 2014/16 renewal pending receipt of a letter from his physician pertaining to his condition.

3/23/15 Attached is a copy of a letter dated, November 13, 2014, from Rebecca A Moss, MD, concerning Michael Guarini for Committee review.

**ACTION:** Subsequent to reviewing the submitted information, the Committee determined to accept the documentation and take no further action.

**B Audit of Continuing Education credits for the 2012/14 renewal period**

**1 Peter T Ricci - ID000137**

Summary: On October 22, 2014, the Committee returned the AIA transcript submitted by Mr. Ricci requesting further clarification as to which courses are interior design related courses.

3/23/15 Attached are copies of the Committee's letter to Mr. Ricci and his response and proof of the completion for the Committee's review.

**ACTION:** Subsequent to reviewing the submitted information, Ms. Goté motioned to accept the documentation and take no further action. Ms. Mauro seconded the motion. It passed unanimously.

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2 Eileen Ulrich - ID000178

Summary: On September 10, 2014, a letter was sent requesting the certificate of completion for "Custom Solutions for Residents & Commercial Baths". On October 22, 2014, a second letter was sent requesting the certificate once again.

3/23/15 Attached is a copy of a January 12, 2015 letter from Ms. Ulrich along with the certificate of completion for the Committee's review.

**ACTION:** Subsequent to reviewing the submitted information, the Committee determined to accept the documentation and take no further action. Ms. Mauro seconded the motion. It passed unanimously.

3 Carol Franklin - ID000219

Summary: On September 30, 2014, a letter was sent requesting she submit documentation of her continuing education credits. On October 8, 2014, a second letter was sent requesting the documentation.

3/23/15 Attached are copies of the Committee's letters to Ms. Franklin and her three (3) response letters dated November 18, November 21 and December 8, 2014, and proof of the completion for the Committee's review.

**ACTION:** Subsequent to reviewing the submitted information, the Committee determined that Ms. Franklin is one credit short in health, safety and welfare issues and she has three weeks to provide the information needed.

4 Melissa Candela - ID000447

Summary: On June 10, 2013, a letter was sent requesting the audit form be completed. On October 8, 2014, a second letter was sent requesting the audit form be completed.

3/23/15 Attached are copies of the Committee's letters to Ms. Candela and her response letter dated October 30, 2014, and proof of the completion for the Committee's review.

**ACTION:** Subsequent to reviewing the submitted information, the Committee determined that Ms. Candela is eleven (11) credits short and she has three weeks to provide the information needed. Any continuing education credits used to satisfy this request cannot be used for the subsequent renewal.

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C Discussion Issues

NCIDQ Delegate discussion - November 3, 2014, the Committee tabled this matter until the next meeting for further discussion.

**ACTION:** The Committee determined to table this matter until the next meeting.

D Application Review

Dawn Paruta - On November 2, 2014, the committee unanimously voted to request additional information from Ms. Paruta concerning her degree from Kean.

3/23/15 Copy of a memo from Professor Linda O'Shea at Kean University confirming that the interior design curriculum in 1996 was substantially equivalent to the curriculum that received CIDA accreditation in 1999 is attached for Committee review

**ACTION:** Ms. Mauro recused herself in this matter and did not participate in Committee discussion. Subsequent to reviewing the submitted information, Ms. Goté motioned to certify Ms. Paruta as an Interior Designer. Ms. Santiago seconded the motion. It passed unanimously.

VI **NEW BUSINESS**

A Responses to questions from the **2014/2016** renewal.

1 Mary Friend - ID000355

Summary: Ms. Friend responded "no" to the continuing education question on the 2014/16 renewal form.

3/23/15 Response letter dated October 27, 2014 concerning her continuing education is attached for Committee review.

**ACTION:** Subsequent to reviewing the submitted information, the Committee determined to inform her that there is no provision for carry over credits therefore she has ninety (90) days to obtain the required twelve (12) continuing education credits of which at least six (6) hours must concern health, safety issues related to interior design services.

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2 Hal Banker - ID000396

Summary: Mr. Banker responded “no” to the continuing education question on the 2014/16 renewal form.

3/23/15 Response letter dated October 27, 2014 concerning her continuing education is attached for Committee review.

**ACTION:** Subsequent to reviewing the submitted information, the Committee determined to inform her that there is no provision for carry over credits therefore she has ninety (90) days to obtain the required twelve (12) continuing education credits of which at least six (6) hours must concern health, safety issues related to interior design services.

3 Martha Hatrak - ID000404

Summary: Ms. Hatrak responded “no” to the continuing education question on the 2014/16 renewal form.

3/23/15 Response letter dated October 27, 2014 concerning her continuing education is attached for Committee review.

**ACTION:** Subsequent to reviewing the submitted information, the Committee determined to inform her that approval of courses noted on her IDCEC dashboard page could not be reviewed because there were no dates provided and no indication of which courses are health, safety and welfare and she has ninety (90) days to obtained the required twelve (12) continuing education credits of which at least six (6) hours must concern health, safety issues related to interior design services.

4 Kenneth Fox - ID000402

Summary: Mr. Fox responded “no” to the continuing education question on the 2014/16 renewal form.

3/23/15 Response letter dated December 22, 2014 concerning his continuing education is attached for Committee review.

**ACTION:** Subsequent to reviewing the submitted information, the Committee determined to inform him that the committee accepted six (6) hour in general interior design services and three (3) hours in health, safety and welfare issues. Request he provide course descriptions for the other courses he indicated were interior design for the Committee’s review within ninety (90) days.

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- B Reinstatement of certification for the **2014/2016** renewal.  
The following individual submit s a reinstatement application with the appropriate reinstatement fees and continuing education credits are submitted for approval.

Lois S. Caruso - ID000239 - Exp. 9/30/2014 - 12 CE hrs required  
Summary: Ms. Caruso failed to renew her certification by September 30, 2014. She was sent a “failed to renew letter” in November 2014. Ms. Caruso contacted the Board office and requested a reinstatement application.

3/23/15 Copy of reinstatement application and CE documentation is attached for Committee’s review.

**ACTION:** Subsequent to reviewing the submitted information, Ms. Mauro motioned to accept the documentation and reinstate Ms. Caruso's certification. Ms. Goté seconded the motion. It passed unanimously.

**VII APPLICATION REVIEW**

- A The following individuals have applied for certification, and are submitted for review:

Patricia Malick

**ACTION:** Ms. Goté motioned to request additional information from Ms. Malick concerning her degree from Art Institute of Philadelphia. Ms. Mauro seconded the motion. It passed unanimously.

- B The following individual has applied to take the NCIDQ examination for certification, and is submitted for review:

Dane Danielson

**ACTION:** Ms. Goté motioned to accept Mr. Danielson to take the NCIDQ examination. Ms. Mauro seconded the motion. It passed unanimously.

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**VIII CONTINUING EDUCATION:**

- A. The following course has been submitted for the Committee to review and determine credit eligibility.

COURSE/SEMINAR	HOURS
1 Complying with ADA Standards for Accessible Design Sponsor: Half Moon / Foxmoor continuing education February 24, 2015 in Cherry Hill, NJ February 25, 2015 in Nanuet, NY	

**ACTION:** The Committee determined to inform Half Moon that they need to submit their course to IDCEC for approval.

**IX PUBLIC COMMENTS**

Seeing no one from the public present, Ms. Santiago proceeded to the next item on the agenda.

**X NEXT MEETINGS**

May 4, 2015	Regular Meeting	Union Room - 3 <sup>rd</sup> Flr.
July 13, 2015	Regular Meeting	Union Room - 3 <sup>rd</sup> Flr.

**XI ADJOURNMENT**

Ms. Goté motioned to adjourn the meeting at 12:30pm. Ms. Mauro seconded the motion. It passed unanimously.